

SUMMIT BOARD OF EDUCATION

MISSION STATEMENT

The Summit Board of Education operates with the commitment to excellence and the expectation that each student will strive to excel beyond the NJ Core Curriculum Standards, which set forth a minimum level of achievement for all students at all grade levels. The Summit Public Schools, in partnership with the community, will support and sustain an excellent system of learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individual potential; promotes pride in diversity; and results in responsible and productive citizens of the highest integrity and quality.

**REGULAR MEETING AGENDA
Thursday, March 17, 2016 – 7:00 PM
Summit High School Library/Media Center**

- I. Call to Order and Flag Salute**

- II. Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement
Board Secretary**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Regular Meeting were sent to all concerned individuals, associations and sent to Union County Local Source in accordance with Chapter 231, P.L. 1975.”

III. Roll Call

Board Members	Present	Absent
Ms. Katherine Kalin, President		
Ms. Debbie Chang		
Ms. Celia Colbert		
Mr. David Dietze		
Mr. James Freeman		
Mr. Richard Hanley		
Ms. Debra McCann		

Others Present:

Mr. June Chang, Superintendent
Mrs. Donna L. Schneider, Assistant Business
Administrator/Board Secretary

Dr. Julie Glazer, Assistant Superintendent
Dr. Jane Kachmar-Desonne, Dir. of Special Services
Mr. Matthew Block, Dir. of Human Resources

March Meetings

**BOE Special Budget Meeting - March 29 - 6:30 PM &
BOSE Special Budget Meeting - March 29 - 7:00 PM
Summit City Hall Council Chambers**

April Meetings

**Workshop Meeting - April 7 - 7:00 PM
Wilson School Board Meeting Room**

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April Meetings (cont.)

Regular Meeting - April 21 - 7:00 PM
Summit High School Library/Media Center

IV. Presentations and Discussions (7:10 - 7:40)

1. H.S. Rankings Video Presentation - June Chang, Superintendent
2. District Website Presentation - June Chang, Doug Orr, Karen Greco
3. Paul Sears Retirement Commendation

V. President's Announcements (7:40 - 7:50)

VI. Superintendent's Report (7:50 - 8:00)

- A. Approval to affirm the Superintendent's decision following receipt of reports of Harassment, Intimidation and Bullying:

2/18/16-13

2/18/16-14

- B. Approval to review the following reports of Harassment, Intimidation and Bullying:

3/17/16-15 3/17/16-18

3/17/16-16 **3/17/16-19**

3/17/16-17 **3/17/16-20**

- C. Suspensions

February 2016

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
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LCJ Summit Middle School

2/26/16	9677974979	0.5
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2/26/16	8088539792	0.5
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2/29/16	8347812457	4
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Summit High School

2/1/16	3438752177	4
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2/1/16	3482180225	4
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2/1/16	3034790873	4
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2/12/16	1532324296	4
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2/18/16	5239287522	1
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2/23/16	5239287522	4
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2/23/16	1353858427	3.5
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2/23/16	9772069738	0.5
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2/23/16	3129731745	2.5
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2/25/16 4841433198 1

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

VII. Public Discussion (8:00 – 8:30)

- A. Questions/Comments on Items on the Agenda
- B. Questions/Comments on Items not on the Agenda

REMAINDER OF MEETING (8:30 – 9:00)

VIII. Approval of Board Minutes

- A. Approval of the minutes of the following meetings:

- 1. Workshop Meeting February 11, 2016
- 2. Executive Session February 11, 2016
- 3. Regular Meeting February 18, 2016

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

IX. School Board Operation

- A. Approval of travel for staff members (as per attached)
- B. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
 - 1. Zappia's Brick Oven meal reimbursements for Parent ESL class meetings in November totaling \$76.98
 - 2. Blair Mondino payment totaling \$100.00 for food service during the Latino Literacy Celebration at Brayton Elementary School on 12/18/15
 - 3. The Latino Family Literacy Project supplies reimbursement for Susan Harden in the amount of \$51.36
 - 4. **Patricia Fontan reimbursement for various Latino Family Literacy Program related supplies totaling \$247.76**
 - 5. **The Connection charges for parent's ESL classes from August, 2015 – March, 2016 (98 sessions) totaling \$3,430.00**
 - 6. **Summit Board of Education reimbursement of LFLP Child Care Monitor stipend for Megan Calkins September – December, 2015, in the amount of**

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\$240.00

- 7. Summit Board of Education reimbursement of LFLP Child Care Monitor stipend for Melissa Jaramillo September – December, 2015, in the amount of \$300.00**
 - 8. Summit Board of Education reimbursement for Pomptonian charges for the Latino Literacy Celebration at LCJSMS on 2/19/16 totalling \$375.00**
 - 9. Blair Bondino payment totalling \$100.00 for food service during the Latino Literacy Celebration at LCJSMS on 2/19/16**
- C. Approval of the Comprehensive Equity Plan for 2016-2019
- D. Approval of the following out-of-state field trips:
1. March 24, 2016 for 13 middle school seventh grade students to go to the Museum of Chinese in America in New York
 2. April 7, 2016 for 40 high school Sculpture/Ceramics students to go to Storm King in New Windsor, New York
 3. April 14, 2016 for 4 Hilltop String Quartet high school students to go to Lincoln Center in New York to perform in concert at Alice Tully Hall, with two prior trips to New York for coaching and rehearsals
 4. April 26, 2016 for 40 high school Spanish 3 students to go to The Hispanic Society of America in New York
 5. May 16, 2016 for 19 high school Art 3 and Art 4 students to go to Chelsea Galleries in New York
- E. **WHEREAS**, pursuant to NJAC 6A:23A-3.1 and its contract with the Superintendent of Schools, the Summit Board of Education established quantitative and qualitative criteria and associated merit bonuses for the Superintendent for the 2015-2016 school year, and
- WHEREAS**, the Board of Education has now reviewed indicators of the achievement of those goals; now, therefore,
- IT IS HEREBY RESOLVED** this 17th day of March, 2016 that the Summit Board of Education makes the determination that the merit goals have been completed and are submitted to the Executive County Superintendent of Schools for approval before payment as required by law per NJAC 6A:23A-3.1.
- F. Approval of district staff volunteers at PTO-sponsored district events

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- G. Approval of Contract for In-School Nursing Services between Summit Board of Education and Bayada Home Health Care, Inc., 6 Commerce Drive, Cranford, NJ 07081 beginning 3/1/16 and ending 8/31/16 at a cost of \$60/hour for RN services as Needed**

- H. Approval of Contract for Itinerant Services for Students with Hearing Loss between Summit Board of Education and Mountain Lakes Board of Education, 400 Boulevard 3, Mountain Lakes, NJ 07046 for special instructional services for student #1902769644 - 2 hours/week from January to June 2016 at a cost of \$6,480**

- I. Approval of Non-Resident Tuition Contract for student #3543889100 to attend Washington School for the remainder of the 2015-2016 school year at a cost of \$6,759**

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

X. Personnel

A. Approval to appoint the following substitutes, effective March 18, 2016:

- 1. Katharine Lee, substitute teacher, \$100/day
- 2. John Chideau, substitute teacher, \$100/day
- 3. Aimee Norberg, substitute teacher, \$100/day
- 4. Robyn O'Hern, substitute teacher, \$80/day
- 5. Anthony Vitale, substitute teacher, \$100/day
- 6. John Wilson, substitute teacher, \$100/day
- 7. Michelle Floyd, substitute teacher, \$100/day
- 8. Grace Klebaur, substitute teacher, \$100/day
- 9. Marjorie Nussbaum, substitute teacher, \$100/day**
- 10. Avanti Shukla, substitute teacher, \$100/day**
- 11. Rosemary Walter, substitute teacher, \$80/day**

B. Approval to accept the retirement of the following staff, effective July 1, 2016:

- 1. Deborah Schwarzmann, middle school language arts teacher
- 2. Leslie Gueci, Wilson Primary Center kindergarten teacher
- 3. Judith Fisher, Jefferson Primary Center kindergarten teacher

C. Approval of a family leave for the following staff:

- 1. Drew Solowy, Brayton School teacher, effective September 1 through December 5, 2016

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2. Lorie Mason, middle school physical education teacher, effective May 24 through June 22, 2016
- D. Approval of a maternity/family leave for the following staff:
1. Ashley Yospin, elementary art teacher, from approximately May 2 through December 5, 2016
 2. Emily Cooper, Lincoln-Hubbard resource room teacher, from approximately September 1, 2016 through December 14, 2016
- E. Approval of a change in assignment for the following staff:
1. Danielle Heilmann, from Jefferson School to LCJ Summit Middle School as an ABA aide, effective February 17, 2016
 2. Femke van Beek, from Jefferson School to Summit High School as an aide, effective February 17, 2016
 3. Ashley Aaron, from long-term substitute to leave replacement teacher at Franklin School, BA Level, Step 2, \$55,330 (prorated), effective February 19 through June 30, 2016
- F. Approval to appoint Matthew Block as the Affirmative Action Officer for the 2016-2017 school year
- G. Approval to appoint JoAnn Mendl and Christopher Miller to run the chess program at Brayton School from March 24 through June 30, 2016 up to 40 hours each at curriculum rate of \$45.34/hr. via timesheet (paid by Brayton PTO)
- H. Approval to appoint Margaret McCullough, Mary Ellen Cuneo, Richard O'Neill, Sarah Wagner and Paula Rozan as AP Proctors from May 1 through May 31, 2016 at \$19/hr.
- I. Approval to appoint Daniel Campos to work as a student videographer at \$10/hr. for the 2015-2016 school year
- J. Approval of the Revised Family Nights recommendations (list attached)
- K. Approval to extend the previously approved child care leave for Danielle Mack, Washington School resource room teacher, to June 22, 2016, returning September 1, 2016
- L. Approval to extend the previously approved leave replacement teaching assignment for Jessica Sanson, Washington School resource room teacher, to June 22, 2016, BA Step 2, \$55,330

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- M. Approval to appoint Valerie Smith as a Lincoln-Hubbard School long-term substitute (maternity), \$225/day, effective May 25, 2016 through June 30, 2016
- N. Approval to appoint Jessica Sanson as a Washington School basic skills teacher, BA Level, Step 3, \$55,819, effective September 1, 2016
- O. Approval to appoint staff to the Brayton School After School Enrichment Program, effective February 2 through March 16, 2016 at curriculum rate of \$45.34/hr. as follows (PTO funded):
- 1 class, 5 days for a total of 7.5 hours each:
Matthew Ferry
Christopher Miller
Dennis McLaughlin
Erin Corea
- 2 classes, 10 days for a total of 15 hours each:
John Murphy
Matthew Stanbro
- P. Approval to appoint staff to the Lincoln-Hubbard School After-School Activity Program, effective February 2 through March 22, 2016 as follows (PTO funded):
- Thomas Simmons – Floor Hockey, \$1,050
Ashley Yospin – Dance, \$525
Samantha Fano – Scrapbooking, \$1,050
- Q. Approval to appoint Kory Kelly, out of district Assistant Boys' Lacrosse Coach, Coach Step 3 split stipend, \$4,016.50, effective March 18, 2016
- R. Approval to appoint Nicholas Grimshaw to work as a volunteer boys' lacrosse coach from March 18 through June 11, 2016**
- S. Approval to appoint Aurelius Masaoy, Lincoln-Hubbard School playground supervisor, \$38/hr. via timesheet, effective March 18, 2016**
- T. Approval to appoint Stacy Chusid and Patricia Sheaffer as the field trip nurses for the Summit High School Spring Music Trip to Annapolis/Washington, D.C. from March 31 through April 3, 2016, to be paid as follows:**
- Stacy Chusid – 11 shifts plus 2 prep shifts at \$200 per shift or \$2,600**
Patricia Sheaffer – 11 shifts plus 1 prep shift at \$200 per shift or \$2,400

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Motion by _____, seconded by _____
CC DC DD JF RH DM KK

XI. Policies

Second Reading

Policy 5460 High School Graduation

Policy 5460.2 High School Graduation: Option Two

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

XII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

A. Approval of the March Bills List as listed below:

1. Regular Bills	Fund 10	\$1,625,347.07
2. Special Revenue	Fund 20	\$ 177,270.18
3. Capital Projects	Fund 30	\$ 2,386.00
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$1,805,003.25
5. Food Service	Fund 61	\$ 183,460.72
Total All Bills		\$1,988,463.97

B. Approval of monthly payroll for February 2016 - **\$4,628,507.03**

C. Approval of budget adjustments and line item transfers for January 2016

D. Approval of Secretary and Treasurer's report for January 2016

E. Monthly Budgetary Line Item Status Certification:

Resolved, that the Board Secretary for the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10 (c) 3, as of January 2016 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

Further Be It Resolved, that the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c) 4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt

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that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

XIII. Closed Session

The Summit Board of Education may hold an Executive Session to discuss appropriate matters. Closed session minutes will be reviewed periodically to determine the appropriateness of their release. There may or may not be action as a result of this session.

Motion by _____, seconded by _____, and carried to move to Executive Session at _____ PM.

Roll Call
CC DC DD JF RH DM KK

Motion by _____, seconded by _____, and carried to reconvene to public session at _____ PM.

Roll Call
CC DC DD JF RH DM KK

XIV. Adjourn

Motion by _____, seconded by _____, and carried to adjourn the meeting at _____ PM.

Roll Call
CC DC DD JF RH DM KK

Summit Board of Education Approval of Travel and Related Expense Reimbursement Form

Board of Education Meeting Date: 17-Mar-16

NOTES:

1. All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
2. Any "Other Expenses" listed under reimbursable Expenses below will be explained under "Explanation".

Types of Travel	Code
Staff Training & Seminar	1
Conventions/Conference	2
Regular District Business	3
Retreat	4

Staff	Type of Travel	Location of Travel	Occurrences	Date(s) of Travel	* Reimbursable Expenses							Conference	
					Travel / Mileage	Parking	Tolls	Lodging Nights	Lodging Costs	Meal Exp.	Other Exp.		
L. Banker	2	Jersey City, NJ	1	3/18/2016								275.00	NSTA Admin. Institute
C. Benet	2	New Brunswick, NJ	1	2/26/2016								165.00	FLENJ
C. Botti	2	New Brunswick, NJ	1	2/26/2016								150.00	SIOP for Classroom Teaching & ELL Teaching
M. Carlin	2	Jersey City, NJ	1	3/18/2016								275.00	Administrator Institute
L. Diaz-Romero	2	Somerset, NJ	1	4/20/2016	11.16							199.00	Regulating Children with Autism
D. Field	2	Long Branch, NJ	2	2/22 & 2/23/16	63.24							100.00	NJAPHERD Annual Conference
P. Fontan	2	New York City, NY	2	4/18 & 4/19/16								485.00	Prepare
S. Gerson	2	Atlantic City, NJ	2	5/2 & 5/3/16	73.78							380.00	NASW Annual Conference
A. Grill	2	Pittsburgh, PA	4	5/23-5/26/16	565.70			3	580.00	100.00	400.00	400.00	NACAC Critical Components 2016
L. Haney	2	Rochester, NY	5	5/1-5/5/16	198.40								Upstate New York Counselor Tour
M. Hawley	2	Jersey City, NJ	1	3/18/2016	13.08							279.00	NSTA Administrator Institute
J. Kachmar-Desonne	2	St. Louis, MO	4	4/12-4/15/16	309.20			4	621.00	189.00	450.00	450.00	Council for Exceptional Children
C. Kaczynski	2	Whippany, NJ	1	5/20/2016								199.00	32nd Annual Winners Workshop
M. Lapotasky	2	North Hunterdon, NJ	1	4/8/2016								150.00	HIB Investigations
J. Lawrence	2	North Hampton, MA	2	3/18 & 3/19/16	108.50					45.00	70.00	199.99	CANE Annual Meeting
J. Lowe	2	Cherry Hill, NJ	1	5/23/2016	49.79							275.00	American Choral Directors All Eastern Conference (Revised amnts.)
W. Mallette	2	Boston, MA	5	2/10-2/13/16	77.50			4	676.00	241.50	210.00	210.00	NJSSNA- School Nurses
B. Mendez	2	Iselin, NJ	1	4/9/2016								275.00	NSTA Administrator Institute
C. Moretz	2	Jersey City, NJ	1	3/18/2016								165.00	FLENJ
L. Muldoon	2	New Brunswick, NJ	1	2/26/2016								150.00	SIOP for Classroom Teaching & ELL Teaching
N. Plumbo	2	New Brunswick, NJ	1	2/26/2016								350.00	NSTA Administrator Institute
N. Plumbo	2	Jersey City, NJ	1	3/18/2016	19.16							290.00	FETC 2016 (approved 10/22/15 & revised for correct lodging fee)
M. Schachtel	2	Orlando, FL	4	1/12-1/15/16	321.00			3	486.00	206.50	290.00	290.00	NJ Association of School Business Officials Annual Meeting
D. Schneider	2	Atlantic City, NJ	3	6/8-6/10/16	75.64	10	7.00	2	228.00	160.00	150.00	199.99	Yoga and Mindfulness in the Classroom
A. Sadow	2	Cherry Hill, NJ	1	5/23/2016	49.79							150.00	SIOP for Classroom Teaching & ELL Teaching
J. Toomey	2	New Brunswick, NJ	1	2/26/2016								150.00	SIOP for Classroom Teaching & ELL Teaching
A. Ventoso	2	New Brunswick, NJ	1	2/26/2016								150.00	SIOP for Classroom Teaching & ELL Teaching
C. Walsh	2	New York City, NY	1	4/8/2016								165.00	Teachers College Preparing for SAT Writing

* Or as determined in accordance with board of education travel policy.

REVISED**Family Nights
2015-2016****Washington**

Family Math	Linda Stanziale	6 hours	\$45.34/hour
Family Math	Chelsea Butera	6 hours	\$45.34/hour
Family Technology			
Family Technology			
Family Science	Melissa Nestor	6 hours	\$45.34/hour
Family Science	Heidi Klebaur	6 hours	\$45.34/hour

Franklin

Family Math	Megan McCue	6 hours	\$45.34/hour
Family Math	Christine Watson	6 hours	\$45.34/hour
Family Science	Amy Chambers	6 hours	\$45.34/hour
Family Science	Jen Schwarzenbek	6 hours	\$45.34/hour
Family Technology	Elizabeth Rego	6 hours	\$45.34/hour
Family Technology	Lorelei Stochaj	6 hours	\$45.34/hour

Lincoln-Hubbard

Family Math	Susan Podolak	6 hours	\$45.34/hour
Family Math	Ashley Yospin	6 hours	\$45.34/hour
Family Science	Chelsea Butera	6 hours	\$45.34/hour
Family Science	Samantha Fano	6 hours	\$45.34/hour
Family Technology	Michelle Hawley	6 hours	\$45.34/hour
Family Technology	Carole Stubeck	6 hours	\$45.34/hour

Jefferson

Family Math	Randi Katz	6 hours	\$45.34/hour
Family Math	Kristine Robbins	6 hours	\$45.34/hour
Family Science	Jacqueline Campagna	6 hours	\$45.34/hour
Family Science	Michelle Hawley	6 hours	\$45.34/hour
Substitute	Stephanie Gleason	6 hours	\$45.34/hour
Family Technology	William Hannis	6 hours	\$45.34/hour
Family Technology	Jennifer Beck	6 hours	\$45.34/hour

Brayton

Family Math	Linda Stanziale	6 hours	\$45.34/hour
Family Math	Carrie Nugent	6 hours	\$45.34/hour
Family Science	Maryclare Poole	6 hours	\$45.34/hour
Family Science	Matthew Ferry	6 hours	\$45.34/hour
Family Science	Lauren Senko	6 hours	\$45.34/hour
Family Technology			
Family Technology			